

Job Title: Records Clerk
Location:

Grade 4-NE

A. Major Duties:

This is responsible routine clerical work in a county court under the supervision of a clerk magistrate or a clerk of court.

Work involves responsibility for performing a variety of clerical functions including responding to routine inquiries, filing and typing functions, data entry and other general office duties including routine bookkeeping functions. Work is performed under supervision and is reviewed for accuracy.

B. Typical Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

1. Compiles and maintains records, assuming responsibility for accuracy and completeness.
2. Types letters, memoranda, and reports from dictation, rough draft, or copy.
3. Completes various required court forms.
4. Acts as receptionist, answers the telephone, and gives routine information to the public.
5. Operate most office machines.
6. May open, sort, and distribute mail.
7. Sorts and files records, according to predetermined classifications.
8. Performs various clerical and secretarial duties of the office, as directed.
9. Performs other related duties as required.

C. Additional Duties:

- 1.
- 2.
- 3.

D. Qualifications for the Job:

Graduation from high school or its equivalent plus education or experience sufficient to enable the individual to perform the duties and meet the knowledge, skills and abilities required.

E. Knowledge, Skills, and Abilities Required for the Job:

1. Some ability in typing, computer, and data entry skills.
2. Some ability to operate office machines.
3. Some experience in following oral and written instructions involving clerical practices and procedures.
4. Good telephone manners.
5. Ability to become proficient in the use of JUSTICE (the statewide court computer system) at the time of installation in the court.

F. Working Conditions:

Normal office hazards are encountered, i.e., prolonged sitting, typing, stooping, and some light lifting along with the stress derived from dealing with the public and changes in office routines.